

RESTRICTED

17 January 1951

MEMORANDUM FOR: General Counsel

SUBJECT: Request for Table of Organization Increase.

1. The attached Form No. 30-20, Request for Increase in Table of Organization, has been designed for use by all offices where requesting table of organization increases. Requests for table of organization changes other than increases may be requested by informal memorandum as heretofore.

2. Procedure:

a. The form is to be submitted in single copy only.

b. The personal approval of the Assistant Director or Office Chief concerned is to be noted on the form.

c. The section "Degree of Urgency" should include a brief statement to explain the urgency, if requested.

3. Each request for table of organization increase must be accompanied by the usual justification or explanation which normally should include:

a. Reason for requested increase such as,

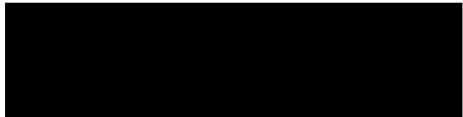
(1) New or changed functions

(2) Increased workload

(3) New workload generated by another Agency office.

b. The approval of the Classification and Wage Administration Branch, Personnel Division, whenever possible.

25X1A



1 Incl.
(Form No. 30-20)

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ORIGINAL DOCUMENT MISSING PAGE(S):

ENCLOSURE